



U.S. DEPARTMENT OF EDUCATION

REGION X

Room 3388

915 Second Avenue

Seattle, Washington 98174-1099

February 22, 2010

Human Resources Service Office

VACANCY ANNOUNCEMENT CAREER INTERN PROGRAM

Employment Agency: U. S. Department of Education, Office for Civil Rights, Regional Office, Seattle, Washington.

Announcement Number: OCR-2010-CIP-SEA03

Position title/series and grade: Equal Opportunity Specialist, GS-360-7

Area of Consideration: Applications will only be accepted from U.S. Citizens.

Salary

Grade: 07 - Salary Range: \$41,390 to \$53,811

Promotion Potential: GS-12

Duration – Appointment: Excepted Service NTE 2 Years

This is an Excepted Service position. The incumbent serves as a Career Intern.

Opening Date: February 26, 2010

Closing Date: March 11, 2010

UPON SUCCESSFUL COMPLETION OF THE 2-YEAR INTERNSHIP, THE INTERN WILL BE ELIGIBLE FOR IMMEDIATE CONVERSION TO A FULL TIME CAREER OR CAREER-CONDITIONAL APPOINTMENT IN THE COMPETITIVE SERVICE.

Bargaining Unit: No

Work Schedule: Full-Time

Number of Positions: 1 or more

What is the Career Intern Program: The Career Intern Program (CIP) is designed to attract and recruit exceptional individuals to federal careers. Individuals selected will participate in 2-year formal training program and job assignments designed to develop competencies appropriate to the agency's mission and needs. Training assignments will include, but are not limited to, formal training classes, rotational, or other job assignments, on-the-job training, mentors, attendance at conferences and seminars, or other activities approved by the agency. Upon

successful completion of the 2-year internship, the employee will be eligible for immediate conversion to a career or career conditional appointment in the competitive service.

BENEFITS OF WORKING FOR THE U.S. DEPARTMENT OF EDUCATION:

- ✓ **Leave** – Earn between 13 and 26 days of annual leave (vacation) per year; accumulate 13 days of sick leave per year to use for care of yourself and family members.
- ✓ **Holidays**-10 paid holidays observed each year.
- ✓ **Health Insurance**-A wide selection of health plans are available, including vision and dental plans.
- ✓ **Life Insurance**-Option to purchase life insurance and select from different levels of coverage for yourself and family members.
- ✓ **Retirement**-A secure retirement with investment options.
- ✓ **Transit Benefit**-The Department provides a transit benefit to all employees who use mass transit options as their primary source of transportation.

For more information: <http://www.ed.gov/about/jobs/work/benefits.html>

Job Summary: The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. OCR is responsible for enforcing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and their implementing regulations, and the Boy Scouts of America Equal Access Act. OCR accomplishes its mission primarily by responding to complaints or proactively initiating compliance reviews. OCR also provides technical assistance regarding federal civil rights laws and regulations.

DUTIES: The Office for Civil Rights (OCR) is seeking highly qualified applications to fill our Equal Opportunity Specialist (EOS) positions in Seattle, Washington. Through on-the-job and formal classroom training, the incumbent develops knowledge and skills necessary to perform assignments. The incumbent may be given less complex portions of larger assignments to complete.

At the **GS-7** level, the incumbent develops knowledge and skills necessary to perform more responsible assignments, including the full range of investigative functions on simple and less complex cases. The incumbent receives inquiries and complaints of discrimination under the Federal statutes enforced by OCR. The incumbent analyzes segments of routine, less complex cases assigned for investigation. Under the supervision of a senior EOS conducts on-site investigations of recipients of Federal financial assistance during which the respondent facilities are inspected, witnesses are interviewed and records are examined. The incumbent maintains records on the status of assigned cases, including entering required data on appropriate reporting instruments.

Bilingual fluency with the ability also to read, speak and write Spanish is desired.

Some travel may be required at various locations for investigations, attendance at training classes, conference, seminars or other approved activities.

Qualifications:

(GS-7)

One year of graduate education. OR

Superior academic achievement (is based on [1] class standing, [2] grade-point average, or [3] honor society membership). OR

52 weeks of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This experience must be equivalent to the GS-5 level in the Federal Government. Examples of such experience include: Analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work and communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. OR

Combination of education and experience.

Experience: To determine your percentage of qualifying experience that is considered qualifying, you must divide your total number of months of qualifying experience by the required number of months of experience. This position requires 12 months at 40 hours per week experience.

Finally, add your percentages of education and experience. The two percentages must total at least 100% for you to qualify under the combination of graduate education and experience.

Note: If you meet the educational requirements of this position within 60 days of the closing date, you will be considered.

NOTE: Qualified candidates will be required to submit transcripts and other college documents substantiating all course work, GPA, and honor society membership relevant to meeting the above qualification requirements. Failure to provide this information may result in a rating of ineligible.

Please refer to Qualifications Section of this announcement for specific Education and/or Specialized requirements for this position.

PLEASE SUBMIT A COPY OF YOUR OFFICIAL TRANSCRIPT (IT MUST BE READABLE)

SELECTION OF QUALIFIED APPLICANT (S) WILL BE ASSESSED ON THE BASIS OF THEIR RESUME AND AN INTERVIEW.

In accordance with Federal regulations, an application may consist any of the following: a resume; Application for Federal Employment; Optional Form 612, Optional Application for Federal Employment; or other written submission.

Veteran's Information:

If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran's preference. The Defense Authorization Act of November 18, 1997, extended veteran's preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for Veterans' preference.

If you are claiming veteran's preference based on a compensable, service-connected disability of 10 percent or more, you **MUST SUBMIT** proof of your service-connected disability by submitting a DD Form 214, SF-15, and an official statement, dated 1991 or later, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying the percentage of your service-connected disability. Additional information on veterans' preference is available in the Veterans Guide that can be found at <http://www.opm.gov/veterans/html/vetguide.htm>. More information on veterans' is available in the Vet Guide that may be found on the United States Office of Personnel Management website at www.opm.gov.

Candidates may be asked to fill out a Declaration of Federal Employment (optional form 306). Individual(s) selected for positions will be required to certify that their application materials are accurate when they enter on active duty.

WHERE TO APPLY: Send applications and all required documents:

U. S. Department of Education
Human Resources Services
Announcement: OCR-2010-CIP-SEA03
Room 3388
915 Second Avenue
Seattle, Washington 98174

PLEASE NOTE: At this time, we are NOT accepting applications (including supporting documents) via email or fax.

For additional information regarding this announcement, please call Ike Gilbert at (206) 607-1667.

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation

APPLICATION RECEIPT: All applications and forms must be received or postmarked by the closing date of this announcement. All applications will be retained by the Human Resources Service as part of the record of this action.

NOTICES: Applicant(s) selected for this position is subject to a check to verify that he/she has not defaulted on any loan funded or guaranteed by the U. S. Department of Education. Applicants found to be in default will be contacted to make arrangements for repayment prior to being made and official offer of employment.

Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.

Additional selections may be made within 90 days of the opening of this announcement should vacancies occur.

Relocation expense will not be paid.

THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMODATION WILL BE ON A CASE-BY-CASE BASIS.

THE U. S. DEPARTMENT OF EDUCATION IS AN EQUAL EMPLOYMENT EMPLOYER.

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